



# KING COUNTY LEAVE ADMINISTRATION GUIDELINE

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## **Designation of Family and Medical Leave Act (FMLA)/ Washington Family Leave Act (WFLA)/ King County Family and Medical Leave (KCFML)**

It is the overall responsibility of King County, not the employee, to properly designate family and medical leaves of absence (FMLA/WFLA/KCFML). Absent extenuating circumstances, the supervisor or human resource department contact must notify the employee as soon as practicable (i.e., two business days) concerning their eligibility by verifying the basic eligibility rules and provisionally assigning family or medical leave. Employee entitlement and eligibility is based upon a number of factors and must be accurately determined to provide the employee with all protected rights and privileges.

The employee must submit their completed Protected Family and Medical Leave Request Form to their supervisor or human resource representative. The human resource department contact or designee then responds to the employee's request by completing the Protected Family and Medical Leave Request Response Form. When applicable, KCFML ordinance applies.

Once the employee returns the Protected Family and Medical Leave Medical Certification verifying the eligible family member or employee's eligible condition (usually within 15 days of first request), the family or medical leave will be fully approved. If the employee does not submit a completed Protected Family and Medical Leave Medical Certification the employer may cancel the provisionally approved leave until such medical certification form is received. In general, a second notice would be sent to the employee and an additional reasonable period of time would be given to submit the required medical certification form (suggested 3-5 business days).

### **Summary**

1. Employer is responsible for provisionally designating FMLA/WFLA/KCFML
2. Designation is usually given to the employee within two business days after the employee request, absent extenuating circumstances
3. Full approval of FMLA/WFLA/KCFML leave is subject to receipt of a completed and eligible medical certification

### **Referenced Laws**

29 CFR 825.110(d); 29 CFR 825.305; Sec. 825.208(b)(1),(2); King County Ordinance #13377; KCC 3.12.220(L); SSB 6185 Sec. 8